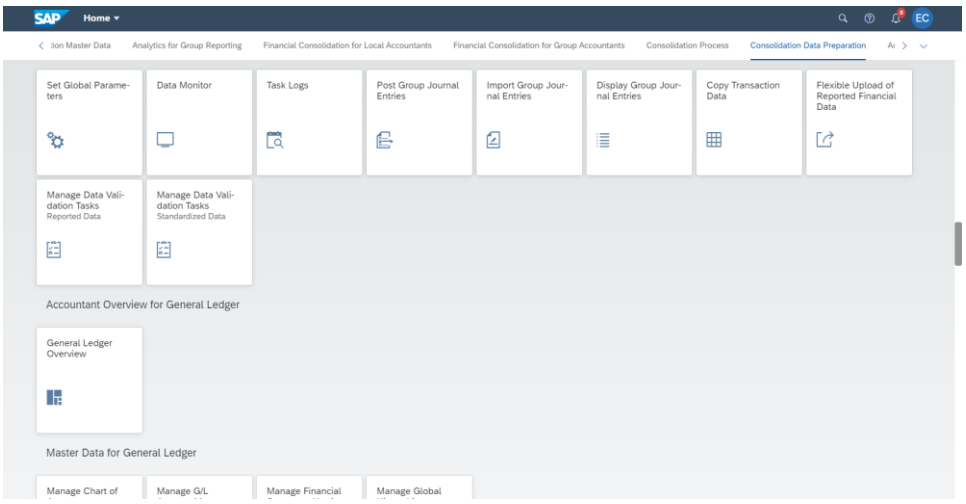
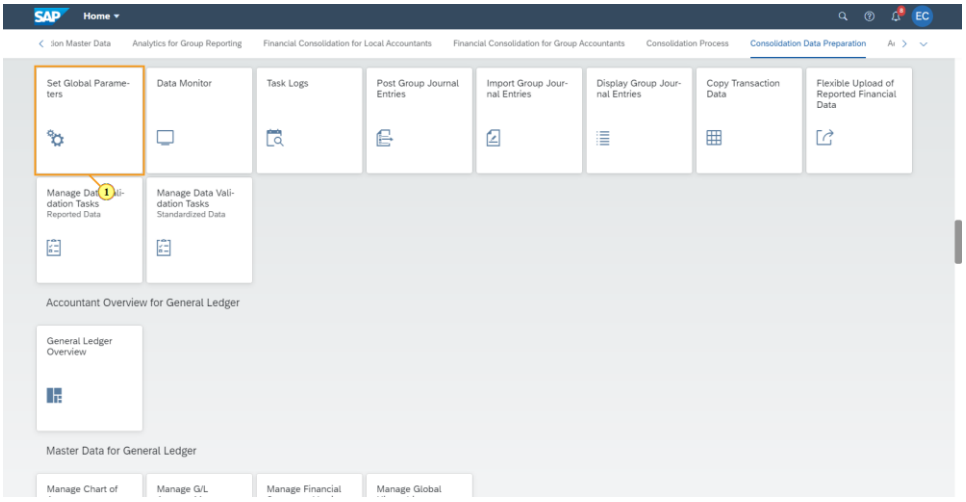
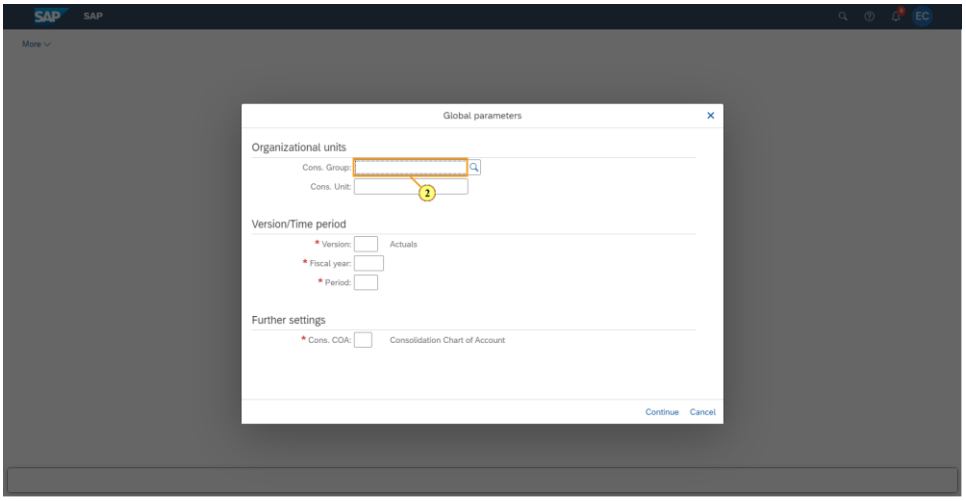
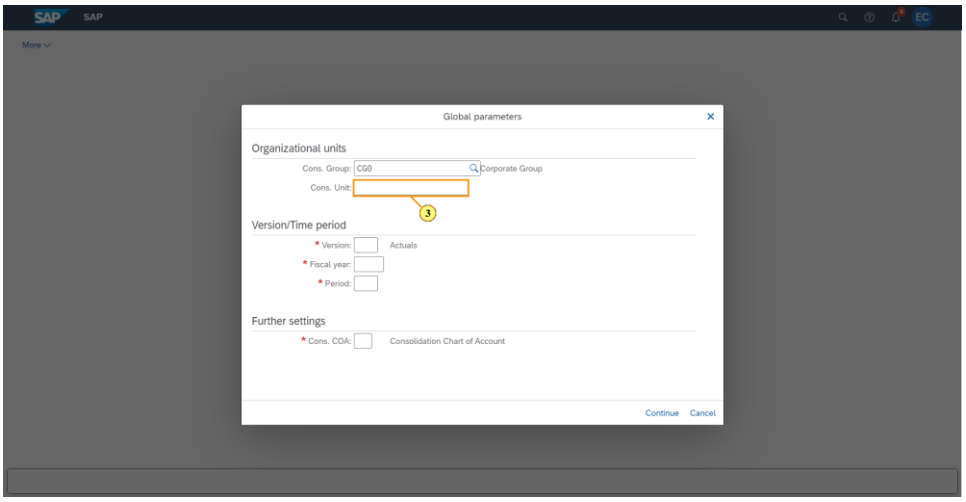
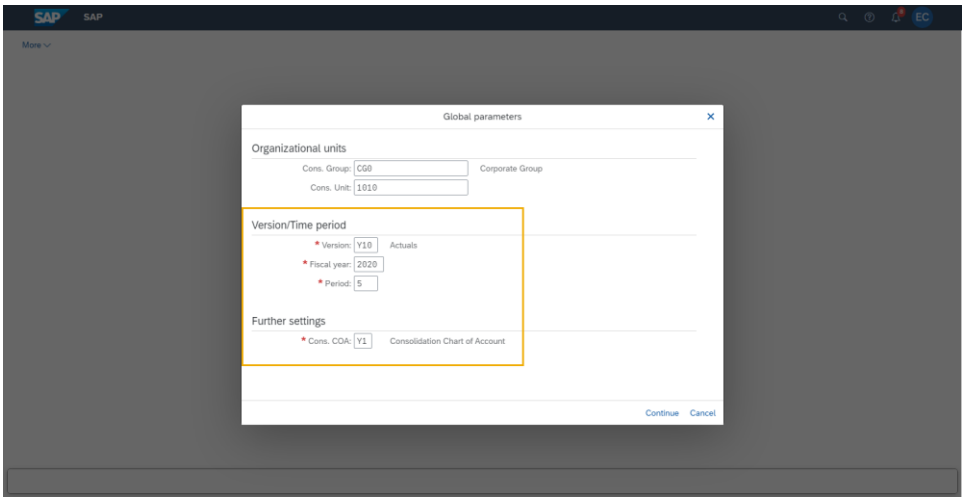
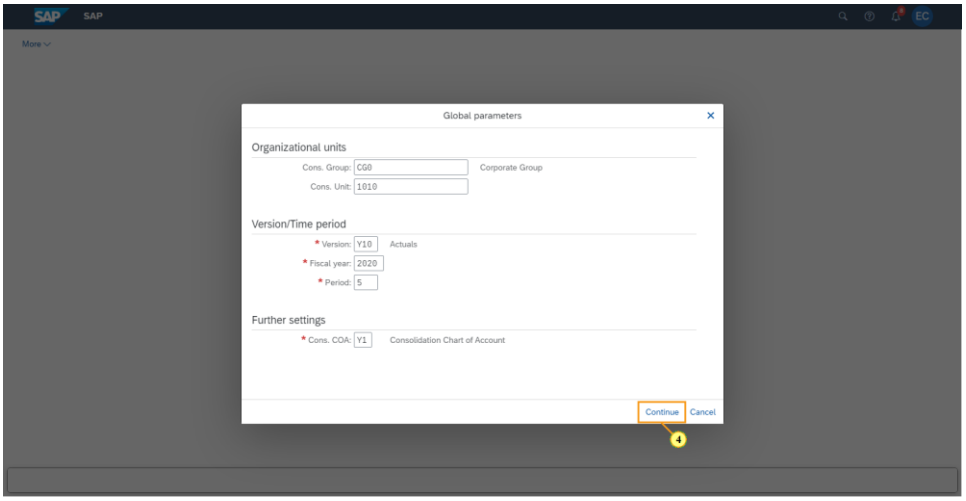
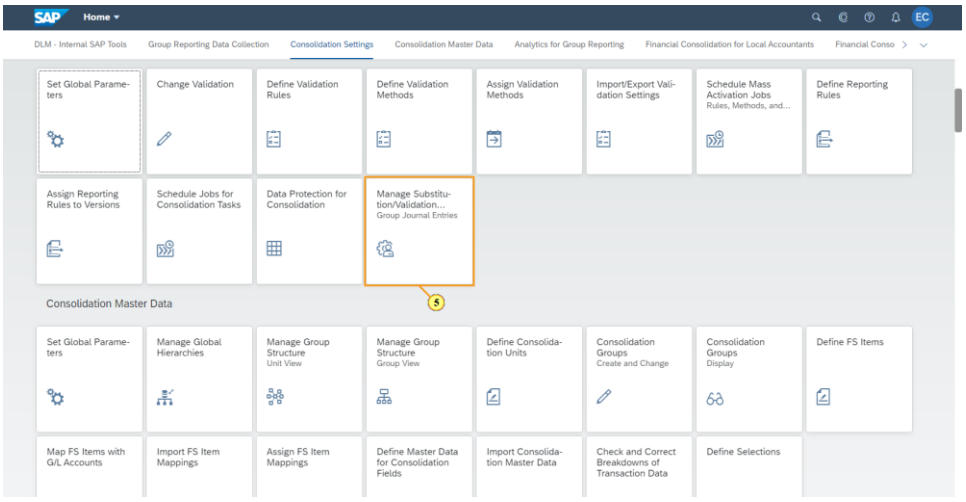
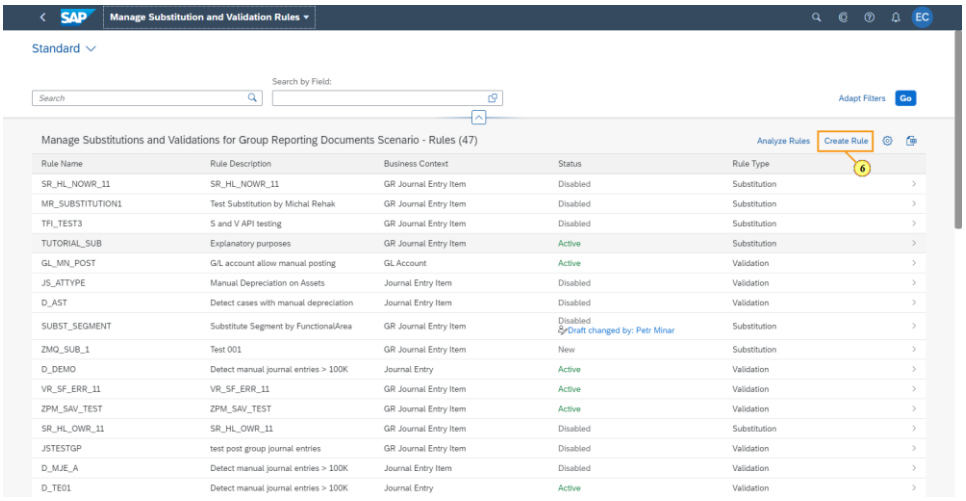
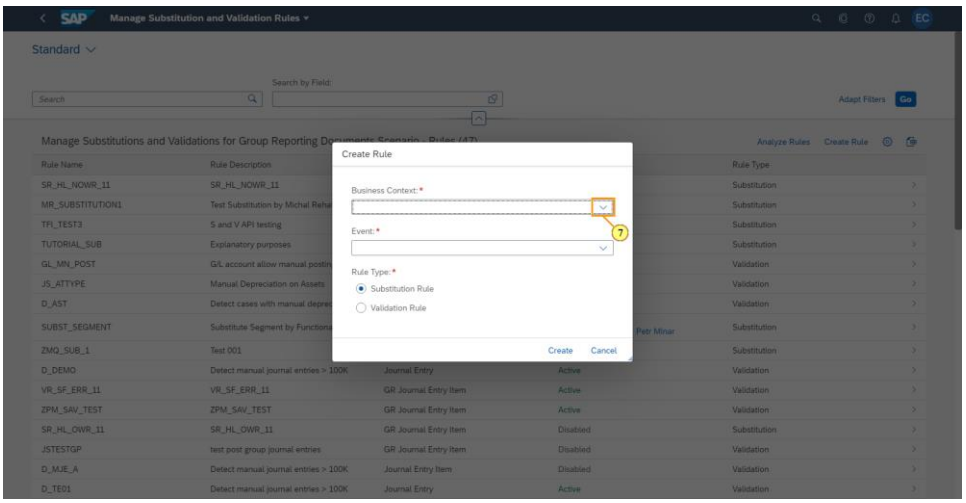
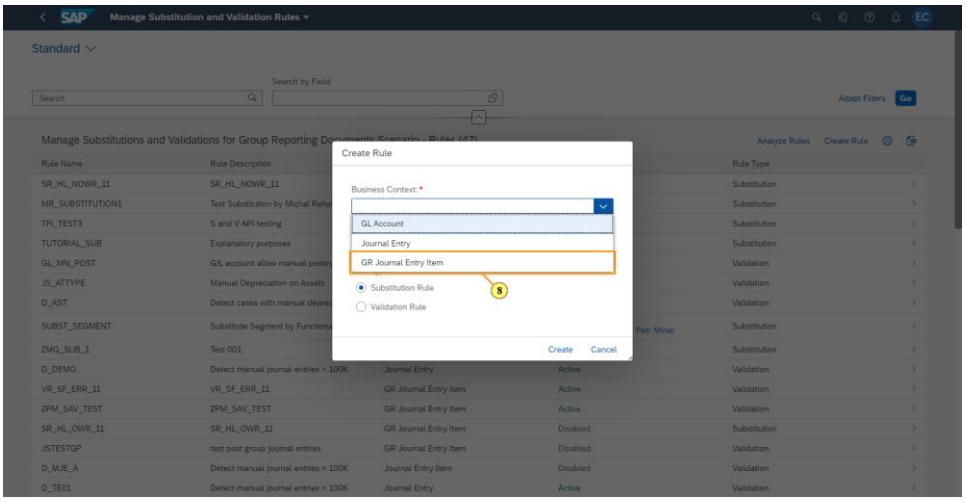
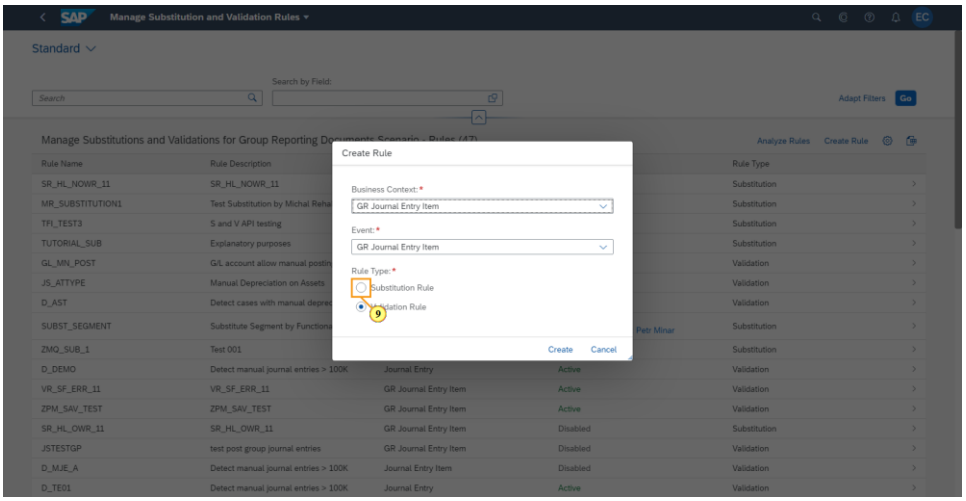
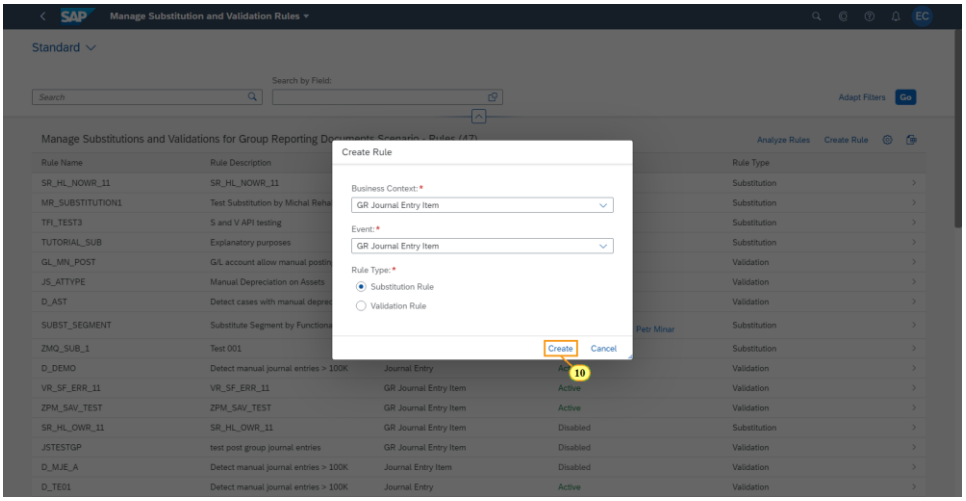
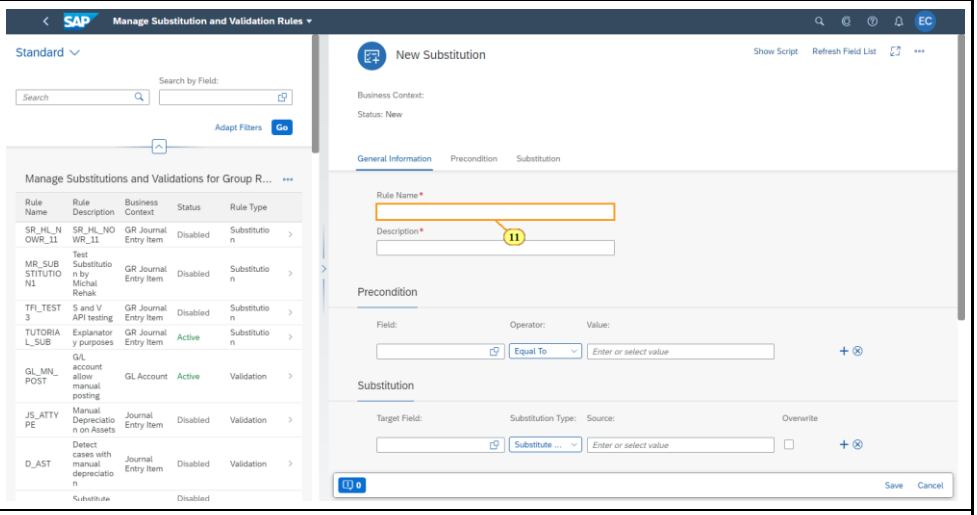
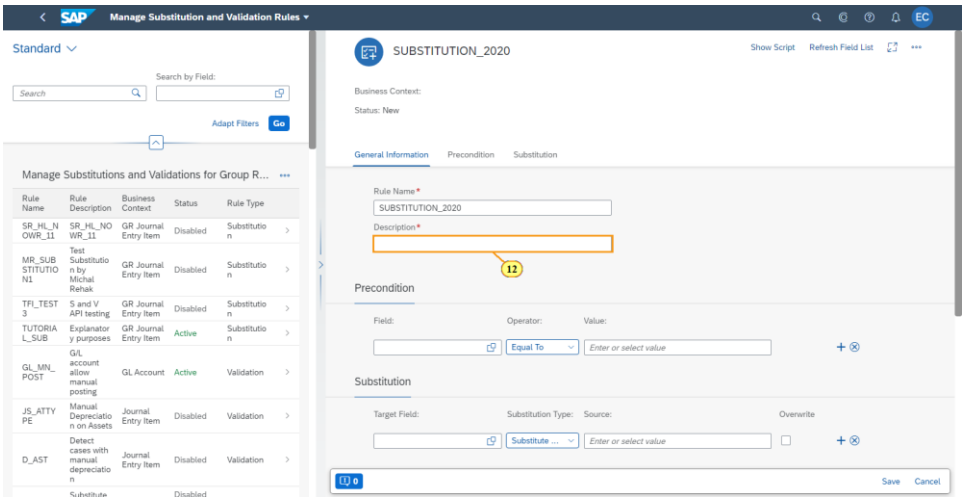
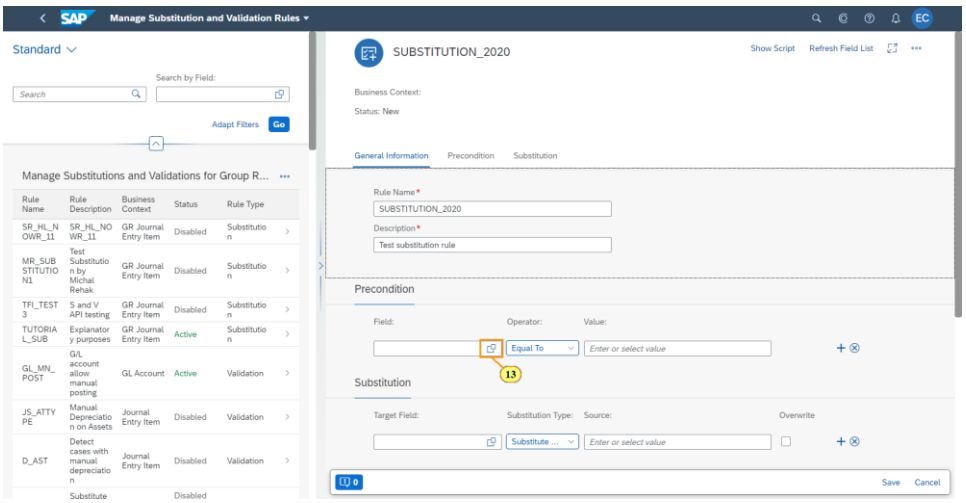
# Creating Substitution Rules

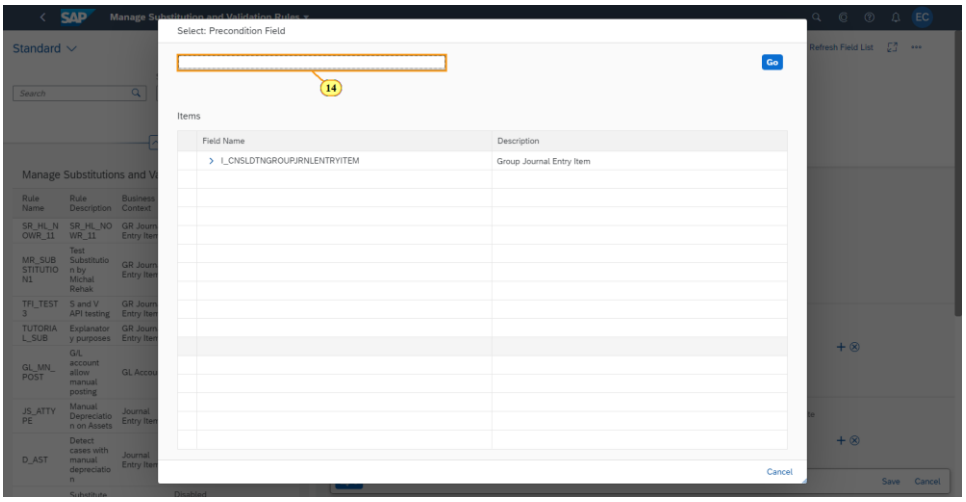
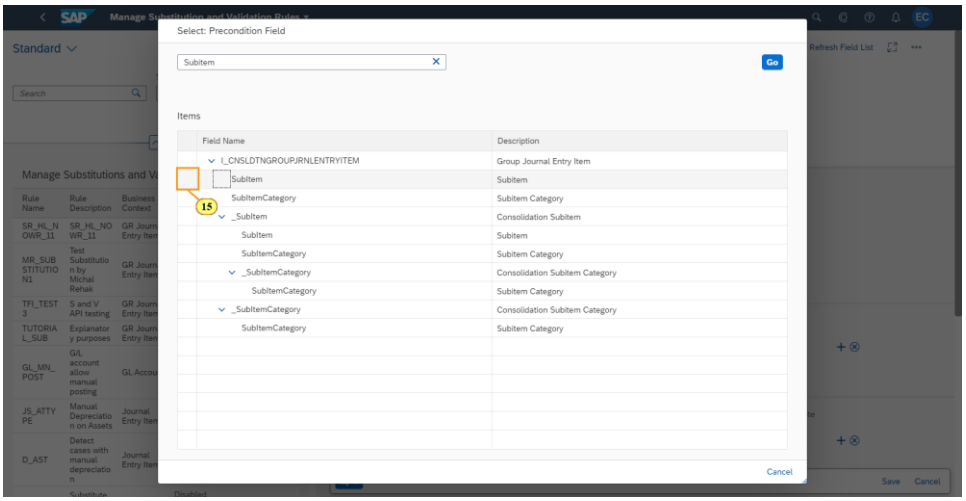
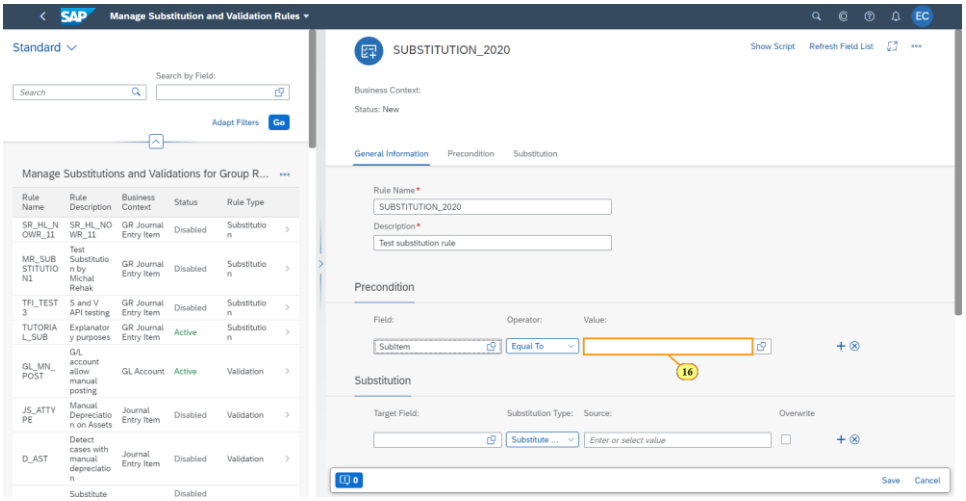
| Explanation | Screenshot |
| --- | --- |
| ⓘ<br>To learn more about how a consolidation specialist creates a substitution rule, follow this interactive tutorial. |  |
| 1. To open the app, select the *Set Global Parameters* tile. |  |
| 2. In the *Cons. Group* field, enter **CG0** and choose the *Cons. Unit* field. |  |

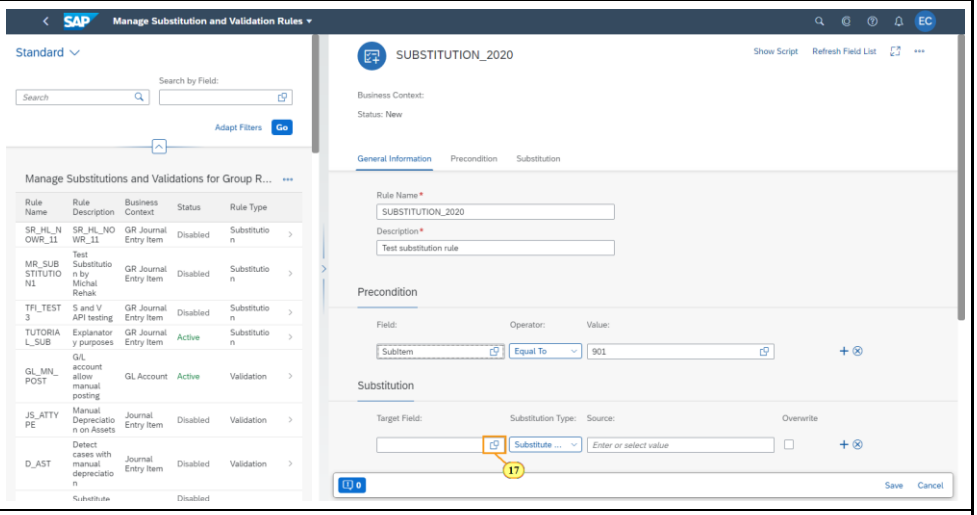
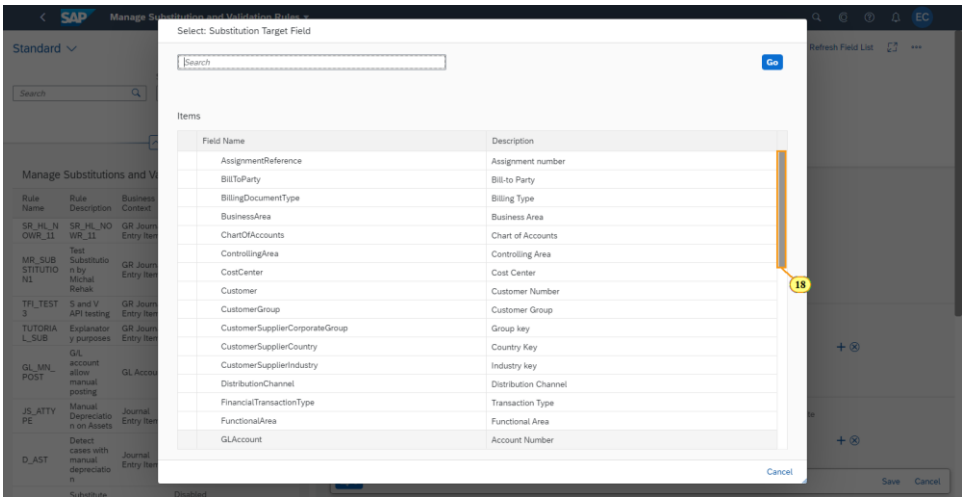
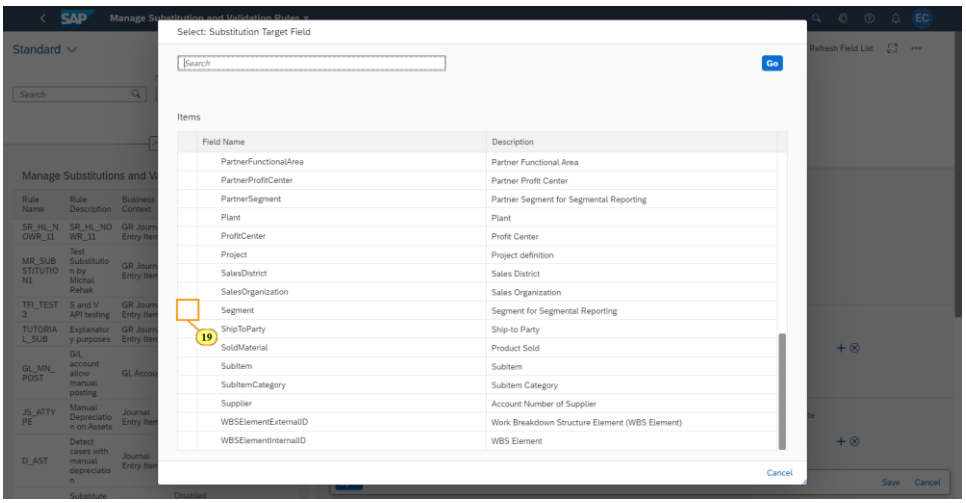
| Explanation | Screenshot |
| --- | --- |
| 3. In the *Cons. Unit* field, enter **1010** and press Enter. |  |
| ⓘ For this tutorial, the remaining parameters have been set for you. |  |
| 4. Choose *Continue*. |  |

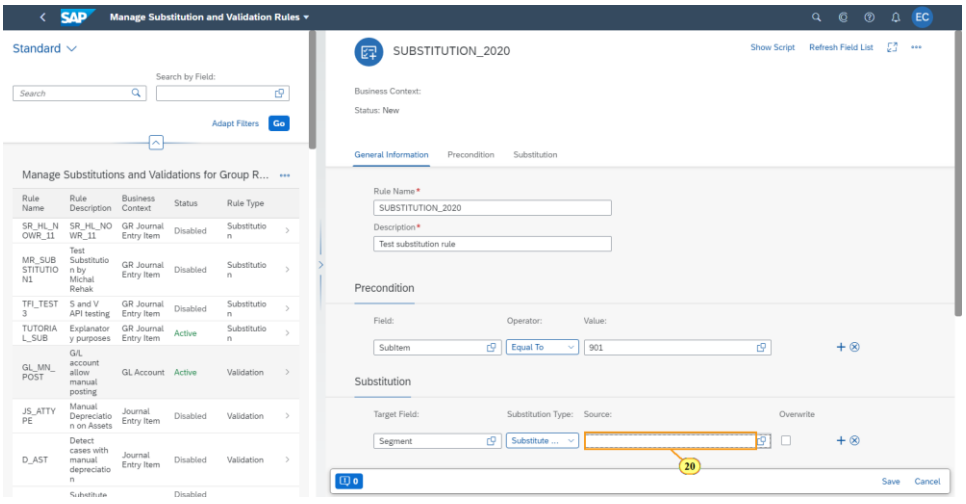
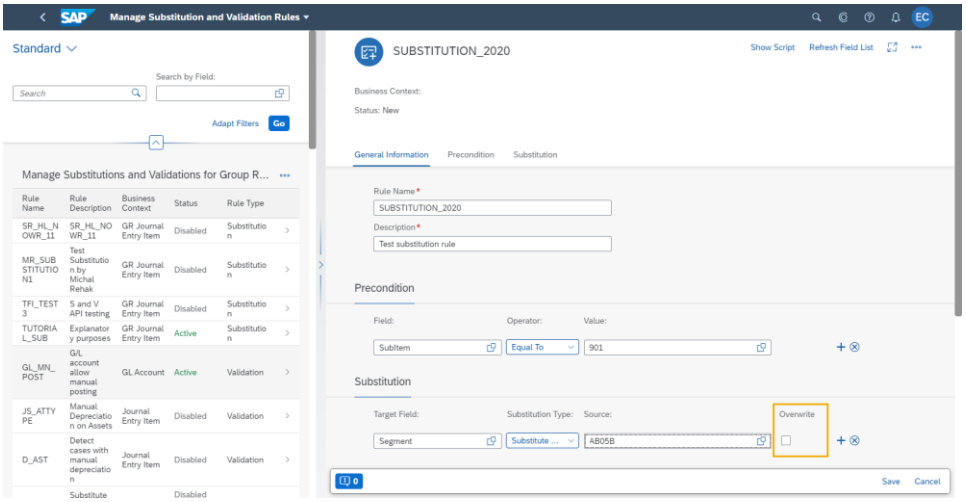
| Explanation | Screenshot |
| --- | --- |
| 5. To open the app, select the *Manage Substitution/Validation* tile. |  |
| 6. To create a substitution rule, choose *Create Rule*. |  |
| 7. To select a business context, open the list. |  |

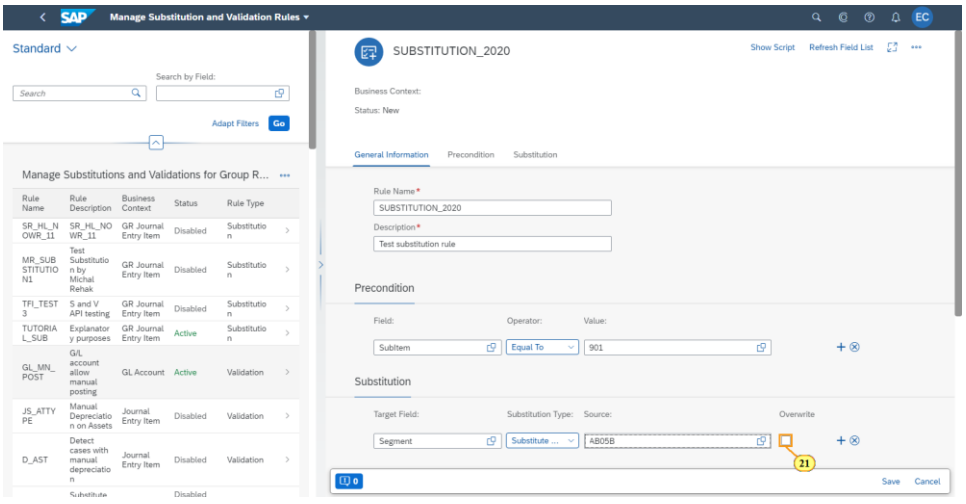
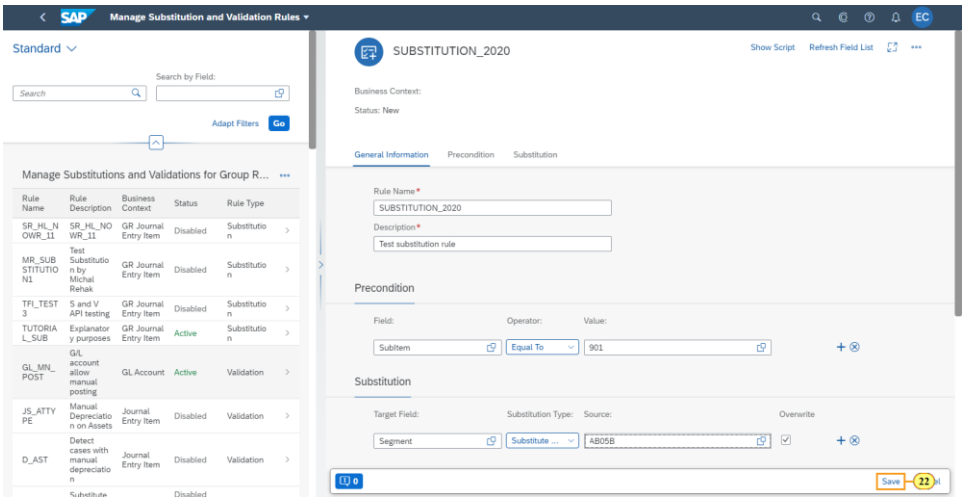
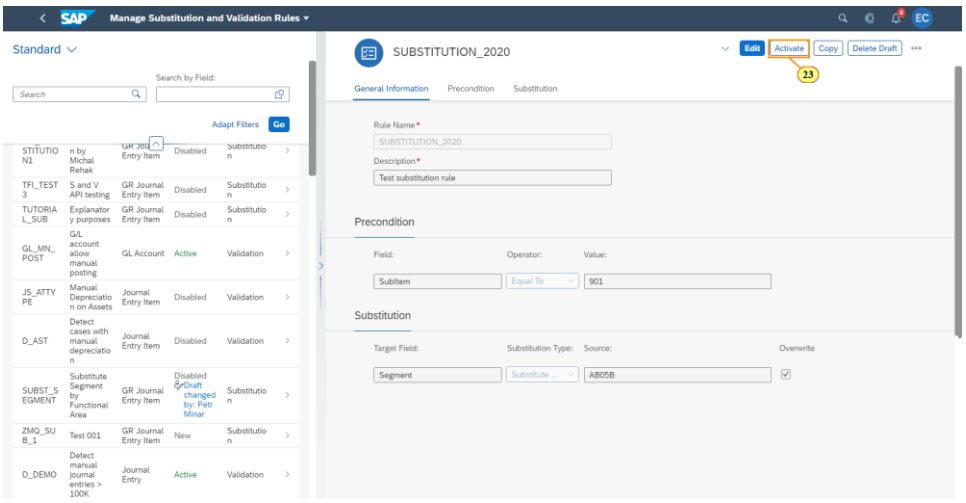
| Explanation | Screenshot |
| --- | --- |
| 8. Select *GR Journal Entry Item*. |   |
| 9. Select the *Substitution Rule* radio button. |   |
| 10. Choose *Create*. |   |

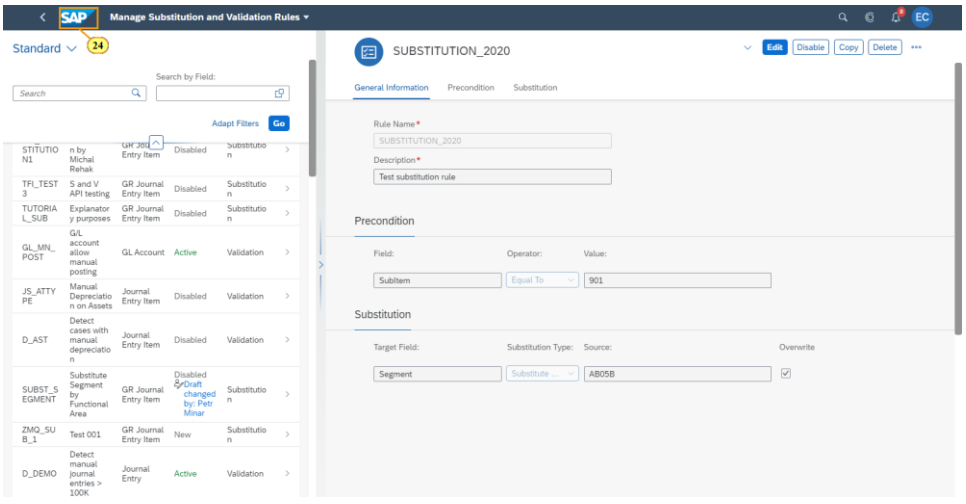
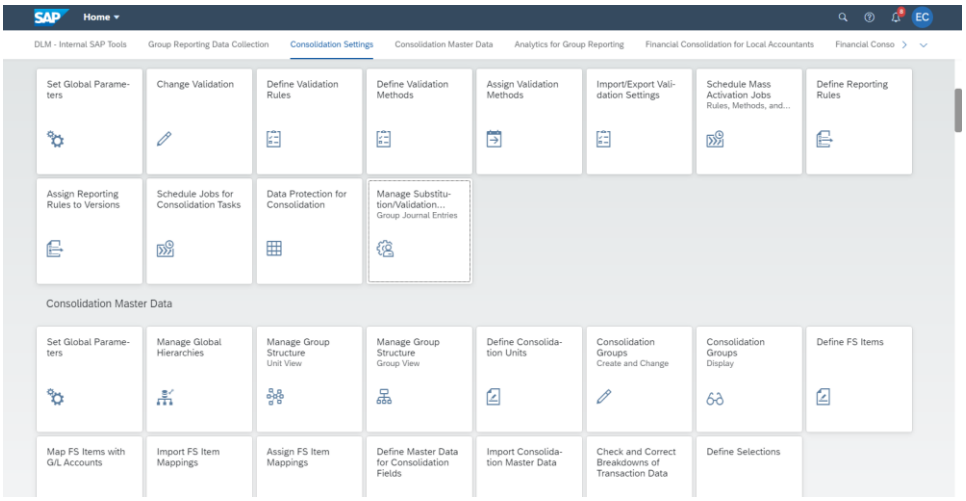
| Explanation | Screenshot |
| --- | --- |
| 11. In the *Rule Name* field, enter **SUBSTITUTION_2020** and choose the *Description* field. |  |
| 12. In the *Description* field, enter **Test substitution rule** and press Enter. |  |
| 13. Under the *Precondition* tab, to search for a field, open the input help. |  |

| Explanation | Screenshot |
| --- | --- |
| 14. In the *Search* field, enter **SubItem** and choose *Go*. |   |
| 15. Select *SubItem*. |   |
| 16. In the *Value* field, enter **901** and press Enter. |   |

| Explanation | Screenshot |
| --- | --- |
| 17. To select a *Target Field*, open the input help. |  |
| 18. Select the scroll bar to scroll down. |  |
| 19. Select *Segment*. |  |

| Explanation | Screenshot |
| --- | --- |
| 20. In the *Source* field, enter **AB05B** and press Enter. |  |
| ⓘ<br>If the *Overwrite* checkbox is selected, the rule overwrites existing or newly entered values in the target field when the rule is triggered.<br><br>If the *Overwrite* checkbox is not selected, the values defined in the rule will only be applied in case the rule is triggered and the target fields are empty. |  |

| Explanation | Screenshot |
| --- | --- |
| 21. Select *Overwrite*. |  |
| 22. Choose *Save*. |  |
| 23. Choose *Activate*. |  |

| Explanation | Screenshot |
| --- | --- |
| 24. To return to the launchpad, choose *SAP*. |  |
| ⓘ<br>You have successfully created a substitution rule.<br><br>This completes the interactive tutorial. |  |